



CITY OF HOUSTON

Job Posting

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| 1 | Applications accepted from: | ALL PERSONS INTERESTED |
| 2 | Job Classification | Multiple Positions |
| 3 | Posting Number | Legal Abstractor |
| 4 | Department | PN# 104593 |
| 5 | Division | Legal |
| 6 | Section | Revenue & Compliance |
| 7 | Reporting Location | N/A |
| 8 | Workdays & Hours | 909 Fannin, Suite 300* M-F, 8 A.M - 5 P.M* |
| | | *Subject to change |

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Researches, collects and chronicles instruments of public records including deeds, titles, abstracts, legal descriptions, tax codes, parcel number and description of property boundaries. Conducts routine file searches of real property deeds and other documents relating to the purchase, transfer and ownership of real property. Develops a written “chain of title” on real estate property ownership. Reproduces copies of instruments of public records (hard copy or microfilm).

10 **WORKING CONDITIONS**
The position is physically comfortable.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
High school diploma or GED certificate

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Six (6) months of experience in records research are required.

13 **MINIMUM LICENSE REQUIREMENTS**
None

14 **PREFERENCES**
Three (3) or more years of experience. Experience with Acreage Tracts.

15 **SELECTION/SKILLS TESTS REQUIRED** None
However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION** ☐Yes ☒No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 10
\$723.00 - \$962.00 Bi-Weekly \$18,798 - \$25,012 Annually

18 **OPENING DATE** May 18, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Devise for the Deaf) is (713) 837-9496.**

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